



State of Alaska  
Alcoholic Beverage Control Board  
2400 Viking Drive – Anchorage AK 99501  
Phone - 907-269-0350 Fax – 907-334-2285  
<http://commerce.alaska.gov/dnn/abc>

- ☐ \$50 - Beverage Dispensary 3 AAC 304.685  
☐ \$50 - Restaurant/Eating Place 3 AAC 304.680  
☐ \$100 - Club See Signature \*\* 3 AAC 304.690  
*Licensee must mark correct type*

## CATERING PERMIT APPLICATION

NOTICE TO APPLICANT: Local law enforcement may require up to **three days** to consider the permit application. The ABC Board requires no less than **24 hours** to consider the permit application. After approval by the appropriate law enforcement authority, send the completed form along with the required fees to the ABC Board. When approved, a permit will be issued for posting at the event.

Is this event to take place on school or church grounds? ☐ Yes ☐ No  
If answer is "yes" contact ABC Board Office before proceeding.

Licensee Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Doing Business As: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City/ST/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

The licensee named above hereby makes application under Alcoholic Beverage Control Board regulation 3 AAC 304.680, 304.685, or 304.690 for permission to cater the event and temporary premises described below.

Event Name: \_\_\_\_\_ Location: \_\_\_\_\_

Are you anticipating, or in the process of applying for a liquor license for the location listed above? ☐ Yes ☐ No

Date(s): \_\_\_\_\_ Begin Time: \_\_\_\_\_ End Time: \_\_\_\_\_

I/We certify this written notice is submitted as required under 3 AAC. Any person observed to be giving or selling alcoholic beverages to a person under the age of 21 or to a drunken person may be cited under AS 04.16.030, AS 04.16.040, AS 04.16.050, AS 04.16.051, AS 04.16.052 or AS 04.16.060.

1. SIGNATURE OF LICENSEE(S): \_\_\_\_\_  
\*\* *Club License*: Signature of Presiding Officer AND Secretary are *required*.

2. Approved ☐ Disapproved ☐ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Local Police Dept. / Alaska State Trooper - Must be signed BEFORE ABC Board approval

This permit is only for the event on the date and at the location requested. The licensee(s) is hereby notified that any violation of any Alcoholic Beverage Control Board law or regulation will be charged against the licensee(s). This permit will be issued unless a protest is noted by the appropriate police authority, or if the Board finds that it would not be in the best interest of the public.

3. Approved ☐ Disapproved ☐ By: \_\_\_\_\_ Date: \_\_\_\_\_  
Alcoholic Beverage Control Board

Reason Disapproved: \_\_\_\_\_

**Instructions:** Draw a detailed diagram of the premises where the event will be held on a separate sheet of paper; show all entrances and exits, and all fixtures such as counters, bars, coolers, stages, etc. Include the dimensions of the Premises. Outline in red all areas where alcoholic beverages will be sold, served and consumed.



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List all servers:	<u>NAME</u>	<u>DOB</u>	<u>AK Driver's Lic #</u>	<u>Alcohol Server Card *</u>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>
				Yes <input type="checkbox"/> No <input type="checkbox"/>

*More servers may be listed below.*

*\* Various municipalities require the alcohol servers be certified before serving at an event.*